

Training Orientation Checklist

Human Resources

Name _____ Department _____

Hire Date: _____

Introduction to the Company

- ☐ Organization and its function
- ☐ Corporate Culture
- ☐ Company Mission
- ☐ Corporate Literature/Video

New Employee Paperwork

- ☐ W-4 and State Tax Forms
- ☐ I-9
- ☐ New Hire Reporting
- ☐ Health, Life & Disability Insurance Enrollment Forms
- ☐ Copy of Employee handbook

Benefits and Compensation

- ☐ Health, Life, Disability Insurance
- ☐ Retirement Benefits
- ☐ Educational Assistance
- ☐ Credit union
- ☐ Stock purchase plan
- ☐ Employee Assistance Program
- ☐ Child Care
- ☐ Pay Procedures
- ☐ Salary Increase/Performance Review Process
- ☐ Incentive/Bonus Programs
- ☐ Paid and Unpaid Leave

Training Scheduled and/or completed

- ☐ Computer System
- ☐ Log on
- ☐ E-mail
- ☐ Software

- ☐ Telephone System
- ☐ Voice Mail
- ☐ Long-Distance Calls

Other Items

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Date Completed: _____

By: _____

To be filed in employee's personnel file upon completion.